

Office of the Attorney General
Human Resources
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JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above.

The Office of the Attorney General is an Equal Opportunity Employer.

SECTION CHIEF ADMINISTRATIVE AND REGULATORY

Summary: The Attorney General's Office represents the State of Indiana, its officials, agencies, and employees before state and federal courts. The Section Chief of the Administrative and Regulatory Section is responsible for training and ensuring the staff's knowledge of trial practice; and supervise attorneys in this section, overseeing legal strategy and/or negotiations for litigation, as well as consult and advise Deputies on a variety of legal issues in preparation for bench or jury trials.

Responsibilities include:

- Perform legal actions at the direction of the Attorney General and determine whether the Office will bring suit on behalf of a State agency.
- Direct supervision of attorneys, including assignment of cases, strategy, hearing reviews and other communication possessing excellent communication skills to promote, enrich and maintain professional and positive relationships within the Section. Recruit, train, supervise and advise attorneys and support staff regarding legal issues and litigation efforts.
- Responsible for the review of pending legislation and proposed rules affecting litigation.
- Assign cases and other work for the section and monitor the day-to-day operations of the Administrative and Regulatory Section.
- The Section Chief must be able to carry a caseload and possess the requisite knowledge for Deputies caseloads; and is required to do research and write trial briefs, motions and other legal documents when necessary..
- Act as Liaison to plan, organize, advise and consult with clients/agencies to determine litigation strategy.
- Perform performance appraisals, handle disciplinary issues and other related practices for the Section.
- Other duties as assigned by Chief Counsel.

Requirements/Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required,

Experience - **Must be licensed to practice law in the State of Indiana** and have supervisory as well as litigation experience in class action lawsuits, injunction and declaratory relief actions and other complex litigation.

Excellent language skills required and the ability to interact with the public, agencies, staff and others with both oral and written methods.

Language Ability - Ability to read, analyze, and interpret the most complex legal pleadings and documents. Ability to present oral argument and evidence in court with innovative technique and style. Ability to make effective and persuasive presentations on controversial or complex topics to top management. Ability to respond effectively to most sensitive inquiries or complaints.

- *Math Ability* - Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- *Computer Skills* - To perform this job successfully, an individual should have knowledge and be proficient in computer software programs.

Competency

To perform the job successfully, an individual should demonstrate the following competencies:

- *Analytical* - Synthesizes complex or diverse information; collects and researches data.
- *Problem Solving* - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully.
- *Case Management* - Effectively develops legal strategies and case outlines; coordinate and manage caseload of 30 - 50 cases; implement case outline and strategies to successful and timely resolution.
- *Technical Skills* - Assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.
- *Client Service* - Maintains an objective of service to assigned state agencies. Responds promptly to client/agency's needs; solicits client/agency's feedback to improve service; responds to requests for service and assistance; meets commitments.
- *Interpersonal* - Focuses on solving conflict. Maintains confidentiality.
- *Oral Communication* - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.
- *Team Work* - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed; recognizes accomplishments of other team members.
- *Written Communication* - Writes clearly and informatively; presents legal arguments and supporting factual basis effectively; able to read and interpret written information.

- *Delegation* - Delegates work assignments; matches the responsibility to the person; gives authority to work independently; sets expectations and monitors delegated activities; provides recognition for results.
- *Leadership* - Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others; inspires respect and trust; accepts feedback from others; provides vision and inspiration to peers and subordinates; gives appropriate recognition to others; displays passion and optimism; mobilizes others to fulfill the vision.
- *Quality Management* - Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.
- *Cost Consciousness* - Works within approved budget; develops and implements cost saving measures; contributes to profits and revenue; conserves organizational resources.
- *Diversity* - Demonstrates knowledge of EEO policy; shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment; Builds a diverse workforce.
- *Ethics* - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.
- *Organizational Support* - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities; supports affirmative action and respects diversity.
- *Dependability* - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.
- *Judgment* - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- *Motivation* - Sets and achieves challenging goals; demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; takes calculated risks to accomplish goals.
- *Planning/Organizing* - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.
- *Professionalism* - Approaches others in tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.
- *Quality* - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.
- *Quantity* - Meets productivity standards; completes work in a timely manner; strives to increase productivity; works quickly.
- *Safety and Security* - Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet. There may be travel to Indiana State courts involved in the work environment.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand, walk and sit. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.
